



Enriching Lives & Connecting Communities

Gadsden Park Water System Emergency Plan Notification Procedures

Property Management
Policy No. 12035

Revision Date: November 18, 2013
Last Revised: January 24, 2011

Policy Statement

The following procedure outlines the steps required when the water at Gadsden Park has low pressure or when the service is interrupted.

FACILITY USERS:

Immediately contact the Richland County Recreation Commission's PROPERTY MANAGEMENT DIVISION should any of the following problems occur.

1. Low water pressure.
2. No water.
3. Water leak (inside or outside).
4. No electric power.

During normal operating hours Monday – Friday 7:00 a.m. to 3:30 p.m. call the main office at (803) 741-7272 and ask to speak with the Property Management Department.

To contact the Property Management Department after normal operating hours use the following procedures (this will allow you to reach on call Facility Repair Staff):

- (1) DIAL (803) 606-3699 (THIS IS THE AFTER HOURS ON CALL CELL PHONE NUMBER)
- (2) If you receive no response in 15 minutes, please try again.

Facility Department staff will assist with the problem and/or give instructions on how to proceed after contacting the system operator.

Facility Department Staff:

The Facility Department will, (1) contact the System Operator, (2) contact DHEC, (3) inform DHEC of problems that the system is experiencing and, (4) follow DHEC's instructions on trouble shooting the problem and how to proceed with corrections. (DHEC must be notified anytime the system pressure falls below 10 psi).

Local DHEC Office Number: 896-0620 Fax Number: 896-0617

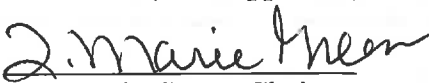
24 Hour Emergency DHEC Numbers:

Local Number: 253-6488 or Toll Free Number: 1-888-481-0125

For additional telephone numbers see "EMERGENCY MANUAL FOR SMALL COMMUNITY WATER SYSTEMS" sheet.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED: 
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.